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ADMINISTRATIVE
Approved For Release 2004/03/26 : CIA-RDP80M00165A001000250024-1

77-7011

30 March 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Visual Aids for the DCI's Conference Room

1. This memorandum formalizes this office's understanding of the responsibilities for the use of visual aids in the DCI's Conference Room. At the request of Admiral Turner, a world map and a briefing board were posted on the wall opposite the Director before the Morning Meeting on Thursday, 24 March 1977, by Operations Center personnel.

2. The visual aids are designed to assist the Director and others to focus on geographic areas and topics which have appeared in the President's Daily Brief (PDB) during the current week. They consist of the following:

a. A large world map with colored pins indicating the geographic location and type of subject covered in the PDB. Red pins indicate military subjects, blue political subjects, and green economic subjects.

b. A smaller briefing board, on the left of the world map, contains a list of the titles of PDB Annexes.

3. The Deputy Director for Intelligence (DDI) has the overall responsibility for maintaining the currency of the world map and briefing board and their display, specifically:

a. The map and board are to be posted on the wall in the Conference Room prior to each Morning Meeting Admiral Turner attends. The map and board are not required if the Director does not attend the meeting.

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b. All map pins are to be removed after their use on Saturday so that a clean map is ready each Monday morning. The pins are to be positioned in such a way that the country name can be seen.

c. Operations Center personnel are responsible for ensuring that the map and board are up on time and in their proper location for each Morning Meeting attended by the DCI. The DCI's Security Staff is responsible for removing the map and board after the Morning Meeting for storage in vault room 7D6010 across the hall from the DDCI's office entrance.

d. To determine if the DCI is to attend a staff meeting, the Operations Center personnel may contact the DCI's Security Staff at 1730 hours each weekday to check on the Director's current calendar.

4. The map and board will also be required for the PDB Review sessions held in the Conference Room at 1800 hours each weekday if the DCI is expected to attend. Operations Center personnel may contact the DCI's Security Staff to determine if the DCI is scheduled to attend.

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Deputy Executive Secretary

Distribution:

Deputy Director for Intelligence
Commander McMahon
Operations Center
C/DCI/Security Staff

D/ES [] cs (31 Mar 77)

Distribution:

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TO:		DCI	
ROOM NO.	BUILDING		
REMARKS:			
FROM:		Acting ES	
ROOM NO.	EXTENSION		EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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EXECUTIVE SECRETARIAT

Routing Slip

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TO:		ACTION	INFO	DATE	INITIAL
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2	DDCI				
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8	D/DCI/NI				
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10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	D/EE0				
21					
22					
SUSPENSE		Date			

Remarks: The DCI is provided the Morning Meeting Minutes. In regard to your report about "win some and lose some" recruitments this morning, we have anticipated that the DCI will want more info. Please prepare a brief resume for him via DDCL.

3637 (7-76)

[Signature] Executive Secretary
17 March 77
Date

[Stamp] M-10.2